
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



INDIANA GOVERNMENT CENTER
NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: County Auditors and Assessors
FROM: Charlie Bell, Operations, DLGF
RE: 18 – Digit Parcel Number Clarification
DATE: Monday, May 5, 2008

In accordance with IC6-1.1-5-2 and 50 IAC 23-8-1, a state-wide standardized parcel numbering system was to be implemented by December 31, 2006. This requirement for the standardized 18-digit parcel number will affect the 2007-Pay-2008 tax data. Please remember not to include dashes or dots when entering the 18-digit parcel numbers.

The Department of Local Government Finance (DLGF), Legislative Services Agency (LSA), along with the help of vendors developed the following guidelines for submitting official data sets to help ensure compliance, and to work at standardizing the system in which information is reported in the future.

- Auditor Data Submission File: The 18-digit parcel number should be entered into the field “Parcel Number.”
- Assessor Data Real Property Submission File: The 18-digit parcel number should be entered into the field of “Parcel Number.”
 - Counties can continue to enter the 18-digit parcel number into the field “GIS Parcel Number” in the Assessor Data Real Property Submission files also, but it is no longer necessary once the 18-digit parcel number is in place.
- Sales Data Submission File: The 18-digit parcel number should be used in all parcel number fields including “Parcel Number 1,” “Parcel Number 2,” and “Parcel Number 3.”
- Assessor Data Personal Property Data Submission File: The parcel numbering should meet the requirements referenced in 50 IAC 23-8-2 which includes the following:
 - The parcel identifier has to be unique within the county.
 - The first two digits must correspond with the county number.

Please note: The correct submission of the official data sets does not require a system change. A minor change to the mapping of the parcel number field in the extract should be all that is necessary.

The DLGF is working to standardize the database system; therefore if the county has submitted the data files with the historical parcel number included, the DLGF will update the county files on behalf of the county. If the translator table is not complete, the DLGF will reach out to the county to request that information.

If this process generates any problems for the county, please contact the DLGF at data@dlgf.in.gov so that we are able to help solve the issue.